

Lamar University
Educational Technology Leadership Internship

Part 1

Field-based Activities Monthly Report

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 50 hours** of field-based experience. For each week, enter a brief description of your internship activities for that week in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the week.) Enter the hours you worked for each week at the end of the row. Total the week's hours, then enter the total number of internship hours that you have worked as of the end of the week.

Date: March 29, 2010		Total Internship hours at the start of the month:	19.5 *
Week	Functions		Hrs
1	Week's Activities	February 22 – February 28. Completed necessary paperwork for internship, set up monthly activity reports, created form for three-year plan and project listing. Standard V.	3
	Communication with Supervisor	Met with primary technology integration team member to discuss options and plan. Met with site mentor to discuss the program and expectations.	
2	Week's Activities	W/E March 7. Reviewed the standards and textbook appendix data. Made notes regarding projects to use for each one. Standards I, II, and V. Survey creation for SOSSIG. Standard IV.	2.5
	Communication with Supervisor		
3	Week's Activities	W/E March 14. (Spring Break week.) Preparation for technology integration project for science. Standard II, III, and VII.	2
	Communication with Supervisor		
4	Week's Activities	W/E March 21. Research data and compile facts for Internet Safety project for outside presentation. Brainstorm ideas and record notes for ISTE "cloud" podcast. Standards II, III, and VI.	5
	Communication with Supervisor	Planning meeting with church staff.	
5	Week's Activities	W/E March 28. Technology integration project. Standards I, II, III, and VIII.	2
	Communication with Supervisor	Team meeting to discuss technology integration project. Talked with site mentor to summarize plan.	
Hours worked this month:			14.5
Total internship hours to date including this month:			34

* Previous hours include: Google tools presentation, Std I, III, V (5 hrs); Moodle presentation to the Technology Committee, I, II, III, V (6); tutorial for using GIMP, I, II (2); tutorial for podcasts, I, II (2); tutorial for using ExamView Pro on-line tests, IV, V (1); directions for setting up shared folders on Mac, I, VI (1); set up Gmail contacts for classroom student parents and students, V (1 1/2); created Google sites and documents lessons and rubric, III, IV (1).

Part 2

Reflection

Instructions: In submitting your field-based activity log, you are required to reflect on each of your experiences by completing a reflection in your course blog and should contain a minimum of 150 words unless stated otherwise. These reflections will be used to assist you in completing Week 5 of your EDLD 5388 Internship comprehensive exam/final report.

Reflections may consist of statements regarding:

- the knowledge you gained from the activity as described by the standards,
- insights into the patterns of interactions of the participants,
- group processes including: who had power, authority, or influence, who was participating and who was not, who was not included, how did you or another leader draw the silent teachers out, was there confrontation, conflict, consensus, agreement, hurt feelings,
- notations addressing the affective or feeling tone evident, concerns you noticed,
- questions you have that you should research or about which you can seek expert advice from your campus-based supervisor or your professor, and
- issues that puzzle you.